
Submitting the Annual SWaM Plan

(Only SWaM Plan Administrators have this capability)

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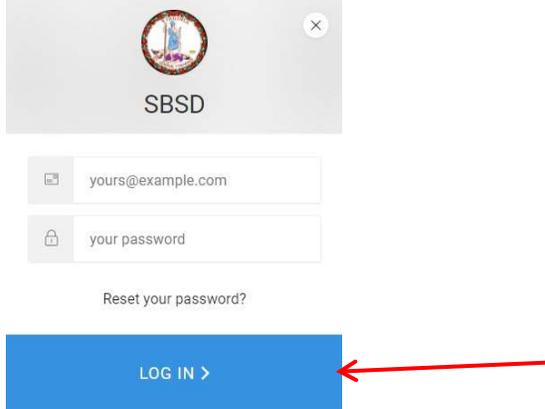
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Navigating to the SWaM Plan

1. Log into Dashboard using state e-mail address and password. Click Login.

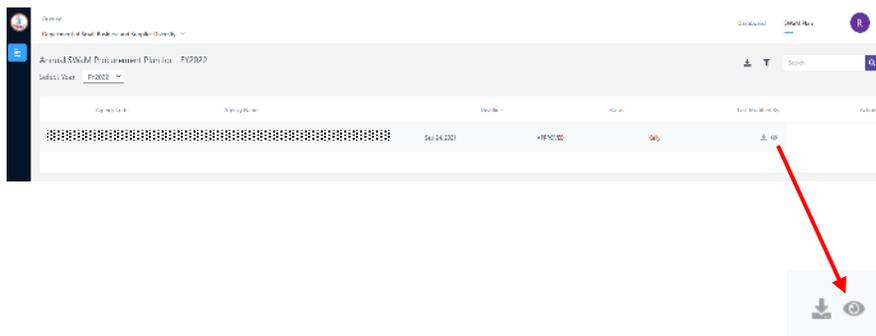


The login form features the SBSD logo at the top, followed by input fields for an email address (example: yours@example.com) and a password (example: your password). A link for "Reset your password?" is located below the password field. A prominent blue "LOG IN >" button is at the bottom, with a red arrow pointing to it from the right.

2. Click SWaM Plan Tab at top of Page.



3. You will see a page that has information about when the SWaM plan was published and who it was published by. Click on the eyeball icon under actions.



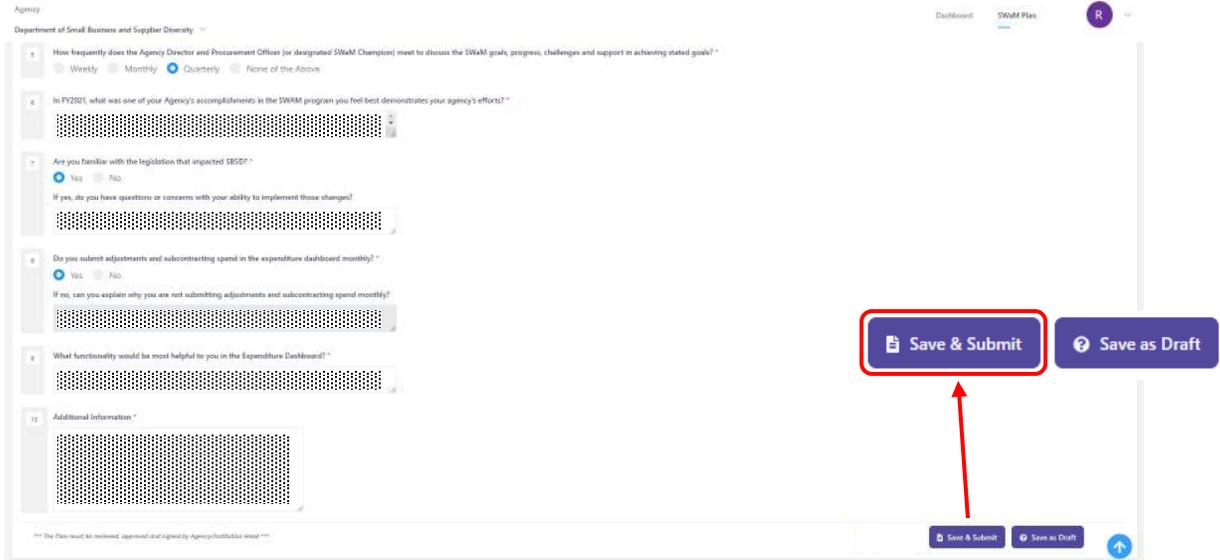
- You will now see the instructions page for completing the SWaM Plan. Click on the “Proceed to Form” button.

Submitting the SWaM Plan

- You will now be on your agency’s SWaM plan. If you are a parent agency completing the plan on behalf of all of your sub agencies. There will be a box to click near the top of the page.

- Complete the SWaM Plan. There is a save as Draft button if you want to save the Plan as a draft and come back to it later.

- When you have completed your SWaM Plan, click the Submit and Approve button. You will be able to sign the SWaM Plan and it will be electronically sent to your agency head for them to approve.



The screenshot shows a web form titled "Department of Small Business and Supplier Diversity" for "Agency". The form contains several questions:

- 1. How frequently does the Agency Director and Procurement Officer (or designated SWaM Champion) meet to discuss the SWaM goals, progress, challenges and support in achieving stated goals? *
 Weekly Monthly Quarterly None of the Above
- 4. In FY2021, what was one of your Agency's accomplishments in the SWaM program you feel best demonstrates your agency's efforts? *
- 7. Are you familiar with the legislation that impacted SBSD? *
 Yes No
If yes, do you have questions or concerns with your ability to implement those changes?
- 8. Do you submit adjustments and subcontracting spend in the expenditure dashboard monthly? *
 Yes No
If no, can you explain why you are not submitting adjustments and subcontracting spend monthly?
- 9. What functionality would be most helpful to you in the Expenditure Dashboard? *
- 12. Additional Information *

At the bottom right of the form, there are two buttons: "Save & Submit" (highlighted with a red box and a red arrow) and "Save as Draft". At the bottom left, there is a "Save & Submit" button and a "Save as Draft" button. A red arrow points from the "Save & Submit" button in the top right to the "Save & Submit" button in the bottom left.

- Once your agency head has electronically signed the SWaM Plan, it will be submitted to DSBSD electronically.